

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section.					
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE				
Application Date	Department of Education	Application Number				
7	Office of Vocational Education	B1-26-A				
Application Number	Division of Program Development	Date Received Date Completed				
	333 State Office Building	DEC 1 0 1981 DEC 2 9 1981				
	Atlanta, Georgia 30334					
2. Person to Contact	Working Title	Telephone Number				
Lorna Riddle	Program Development Coordinator	656-2547				
Action Requested a. □ Establish Retention Schedule; record will continue to accumulate. b. □ Dispose of present accumulation; no further accumulation anticipated. c. ★ Amend Application No. 81-26 Check One: ★ Change; □ Supercede; □ Void 4. Dates of Series Earliest Latest To Present Personnel Development Program Grants/Contracts Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Personnel Development Unit is responsible for providing staff development for all vocational teachers and administrators, Statewide, by administering grants and contracts with colleges, universities, consulting firms and business agencies for staff development programs. The Unit also plans and coordinates Statewide conferences and meetings for staff development training, and coordinates the teacher testing program for certifying vocational teachers.						
7. Record Series Description Documents relating to: C	This file contains the following documents (include form nu Attach samples of the file.	•				
	evelopment Grants.					
Included are: Project Proposal (Requests For Proposal, RFP, and/or Prospectus may be included, if applicable; also, budget form DE 0448); grant agreements; correspondence; interim reports (including form DE 0220); and close-out correspondence.						
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t	Numerically by Project number and alphabeticion.	cally by conducting institu-				
8. Monthly Reference Rate	How often are records referred to which are:					
	aily; Seven to twelve months old daily; Thirteen t	o twenty-four months old <u>weekly</u> ;				
twenty-five months and old 9. Annual Rate of Accumulati						
Letter-size drawers; Legal-size drawers; Shelves; Other (specify)						
AR-50-71; Rev. 76	(Over)					

YES	NO	10. Questionnaire	(Place an "X"	in the proper col	lumn)	6					
х		a. Is this the office		series?							
	х	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.									
	X	c. Is this a vital re	cord?								
	X	d. Does this series		or long term resea	arch value?						
		e. When one or tw	vo documents in	the file make it r	necessary to keep the entire file for a long period, could	d these					
N	A	documents be s	cheduled separa	ately?	and the desired of the state of	···-					
	X				ublished? If yes, attach copy.						
X		g. Is the informati	ion contained in poy Sometime	this series ever and es summarize	nalyzed and/or recorded in a summarized report?						
x		h. is there a duplic If yes, where?	cation of this se Partial du	ries in your office plication of	e, or in another office or agency? fiscal material in Office of Adminis						
	X	i. Is this series for	r a major portio	n of it) regularly r	microfilmed? out? Fiscal monitoring data (FACS).						
X	<u> </u>										
11.	Retent	tion Requirements	The	following require	es the series to be kept:						
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		ate Law			d. Audit period e. Administrative need	years, years,					
		atute of limitation		· -		years.					
	u. re(deral law	The second second	yeal). To an	T. receral retention instructions	years.					
		h copy or excert of la	ws or regulation	ıs. Explain admin	nistrative need.						
	St	tate audits ann	ually.	Explain a umin							
	- st	taff Developmen	t programs	frequently	built onto or tie into programs of pr	revious					
	ye	ears; thus, fil	es are need	ded for refe	rence.						
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12	Ann	wed Dienosition In-	uctions Thi	s agency recommo	ends that the file series be cut off at the end of each:	-3600					
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AR-50-71; Rev. 76

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OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-9M-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Department of Education Application Number Application Date Office of Vocational Education 81-26 Division of Program Development Date Completed Date Received Application Number 333 State Office Building 1-9-81 Atlanta, Georgia 1-20-81 Telephone Number **Working Title** 2. Person to Contact Lorna Riddle Program Development Coordinator 656-2547 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. ___ Check One:
Change;
Supercede;
Void ☐ Amend Application No. ___ 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest To Present Personnel Development Program Grants/Contracts Files What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Personnel Development Unit is responsible for providing staff development for all vocational teachers and administrators, Statewide, by administering grants and contracts with colleges, universities, consulting firms and business agencies for staff development programs. The Unit also plans and coordinates Statewide conferences and meetings for staff development training, and coordinates the teacher testing program for certifiying vocational teachers. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Coordinating staff development activities resulting from Personnel Development Grants. Request for Proposal Project Proposal (RFP and/or Prospectus may be included, if applicable; Included are: also budget forms DE 0448); grant agreements; correspondence; interim reports (including form DE 0220); and close-out correspondence. File is arranged: numerically by Project number and alphabetically by conducting institution. How often are records referred to which are: 8. Monthly Reference Rate One to six months old <u>daily</u>; Seven to twelve months old <u>daily</u>; Thirteen to twenty-four months old <u>weekly</u>; twenty-five months and older annually? 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Cher (specify) ____; Shelves _____; Other (specify) ____;

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YES	NO	10. Questionnaire		" in the proper co	<u>lumn)</u>			\$,
Х	:	a. Is this the official copy of the series? If not, where is it?							
	Х	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.							
	X	c. Is this a vital record?							
ļ	Х	d. Does this series have historical or long term research value?							
N/	A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?							
	X	f. Is the informat	ion contained i	n this series ever r	oublished?	If yes, attach con	γ		
Х		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Sometimes summarized in final project report							
χ		h. Is there a dupli If yes, where?				ther office or ager L material in		<u>Administ</u>	rative Svcs
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		ndations in para- re approved,	State Aud	itor/Designee	1 1		Le		1-16-81
	lisappr kplana	oved, attach letter tion.)	Secretar for	State/Designee	C.	rnoll	Hai	1	1-14-81
			Attorney G	eneral/Designee		MAKI	heed		1.16.81
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